

**SUPPLY
TECHNICIAN
(FREIGHT)
GS-2005-05**

DISTRIBUTION

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Supply Technician (Freight), GS-2005-05

Purpose of position:

The purpose of the position is perform supply support work. All positions with the Airfield Support Division provide cross functional support to meet mission needs during peak workload periods. This is typically non-recurring and unscheduled work assigned occasionally and on an "as needed" basis.

Organization:

Distribution Br., Airfield Support Div.

Organization goals:

The Distribution Branch provides services to receive, store, manage, issue, pack, crae, and ship non-hazardous and hazardous NASL and NAVICP material; provides pickup and delivery services; collects, receives, processes and stores hazardous waste.

II. MAJOR DUTIES**A. Duty (Critical):**

Uses knowledge of standardized supply regulations to conduct physical inventories for a broad range of items and to perform research to resolve discrepancies. Performs assignments with considerable independence. RCPT01R, STOR02CA, CB, CC, CD, CE,CG, CH, HAZ01A^M - 1.07 PLUS inventory work not done at GS-4 level) (34%)

Tasks:

1. Reviews accuracy of location audit and record changes.
2. Posts receipt documents.
3. Analyzes computer rejects.
4. Takes actions to correct errors found through the causative research program.
5. Prepares reports reflecting findings and corrective actions.
6. Reviews record adjustments for accuracy and completeness.
7. Provides advice in clearing up discrepancies in records.
8. Prepares correspondence relating to inventory discrepancies.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7

B. Duty (Critical):

Uses knowledge of standardized supply regulations to perform a variety of

technical support duties related to maintaining property accounts and records, completing individual transactions, providing customer assistance, screening reference files, conducting data searches, and distributing output files.
(STOR02AC, AD, AT, BK, AA, RCPT01P,K, M, G, S, SHIP01F, N,O = .84 FTE) (14%)

Tasks:

1. Updates databases with information provided from various sources.
2. Retrieves and uses data to respond to issues.
3. Identifies reasons for transaction errors and failures, and makes appropriate corrections.
4. Searches different areas of databases to extract information to resolve data discrepancies, respond to questions, provide status, verify information, and other related functions.
5. Resolves problems by applying regulations and precedent actions, and other general guidelines.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A7, A8

C. Duty (Critical):

Uses knowledge of standardized supply regulations to adjust stock levels to reflect changing customer requirements and projected depletions. Determines when to requisition and the quantities needed based on direct input from customers and usage patterns and trends. (HAZ01AS, AR = .14FTE) (2%)

Tasks:

1. Identifies potential discrepancies and takes appropriate action.
2. Based on usage data, requisitions items to replenish stocks so as to maintain stock at prescribed levels.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8

D. Duty (Critical):

Prepares recurring and special reports and compiles statistics from data requiring some reformulation and revised formats. (HAZ01BA = .28 FTE) (5%)

Tasks:

1. Extracts and assembles data from files and other records.
2. Selects best sources from which to obtain information.
3. Compiles statistical, status and other supply information.
4. Compiles special reports in response to Inspector-General, Congressional and other special inquiries.
5. Prepares charts and graphs.

6. Maintains files to track information likely to be needed for reports and briefings.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8

E. Duty (Critical):

Uses knowledge of standardized supply regulations to process material issues and receipts, review, research, and resolve reports of non-deliveries, losses, damages, discrepancies, and computer generated rejects.

(Note: STOR01AF, SHIP02AF, STOR02AI, AO, AL, AN, AR, AZ, AS = 2.16 FTE) (36%)

Tasks:

1. Processes reports of discrepancies.
2. Corrects computer generated rejects.
3. Coordinates with shippers in resolving discrepancies.
4. Posts receipt documents.
5. Analyzes computer rejects.
6. Corrects errors found through causative research program.
7. Prepares reports reflecting findings and corrective actions.
8. Reviews record adjustments for accuracy and completeness.
9. Provides guidance to depots.
10. Provides advice in clearing up discrepancies in records.
11. Prepares correspondence relating to inventory discrepancies.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8

F. Duty (Critical):

Responsible for a wide variety of transportation actions involving the provision of assistance to higher graded personnel in the analysis of shipping options, ratings and routings, port and carrier selections for worldwide cargo shipments. (SHIP01A, B, D, P = .52 FTE) (9%)

Tasks:

1. Collects, develops, and analyzes data for special project movements to include the identification and comparison of shipping options, ratings and routings, and port and carrier services.
2. Compiles and maintains reports used by the organization to monitor and

manage cargo booking activity, workload and performance trends, and to respond to contractor queries.

3. Keeps abreast of military and commercial shipping practices and procedures, including inland truck and rail movement of cargo to and from ports.

4. Participates in transportation and traffic management workshops and conferences addressing operational and functional issues.

Selected Staffing KSAs:

A5, A6, A9, A10, A11, A12

G. Other Work Requirements

1. The employee is required to work rotating shifts.

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. Practical knowledge of supply regulations, policies, procedures, techniques and methods applicable to assigned support duties
2. Knowledge of requirements and procedures for maintaining files of supply documents
3. Ability to prepare supply documents
4. Ability to compile and organize supply data
5. Ability to communicate in writing
6. Ability to communicate orally
7. Ability to maintain good working relations
8. Knowledge of policies and procedures for requisitioning and issuing equipment and supplies
9. Ability to plan and organize work
10. Ability to provide guidance to customers
11. Ability to interpret and apply rules, regulations, and procedures
12. Ability to advise others

B. Basic Training Competencies:

1. Practical knowledge of supply regulations, policies, procedures, techniques and methods applicable to as
2. Knowledge of requirements and procedure documents
3. Ability to prepare supply documents
4. Ability to compile and organize supply data
5. Ability to communicate in writing
6. Ability to communicate orally
7. Ability to maintain good working relations
8. Knowledge of policies and procedures for requisitioning and issuing equipment and supplies
9. Knowledge of general office administration
10. Ability to plan and organize work
11. Ability to provide guidance to customers

CODE

SHMP02AF?

STDR02AO?

STDR02AS?

12. Ability to interpret and apply rules, regulations, and procedures
13. Ability to advise others

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

Level 1-3 (350 Points)

1. Knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functions assigned. Familiarity with one or more automated supply data bases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports. Sound working knowledge of the structure of the local supply organization and the organizations serviced.

Thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable the specific assignment.

Intensive knowledge of local supply requirements to ensure supply support for production, overhaul, repair, or other operations for items requiring special handling.

2. The work requires knowledge of a body of standardized transportation regulations, procedures, and operations related to one or more transportation support functions. The work requires knowledge comparable to one or more of the following:

- knowledge of established transportation or traffic management rules to perform a full range of transportation support duties;
- knowledge of the structure and content of the appropriate transportation documents to investigate and resolve routine or recurring discrepancies, check documents for adequacy, or perform comparable actions that are covered by established procedures;
- knowledge of one or more transportation data bases associated with a specific transportation function sufficient to input a range of standard information or adjustments, understand recurring error reports and take corrective action, and generate a variety of recurring reports;
- knowledge of related functional areas to investigate and resolve recurring problems, coordinate actions, or expedite receipt of needed documentation using established approaches;
- knowledge of frequently used and clearly stated regulations to respond to a range of recurring questions from agency or activity personnel, customers, commercial carriers, or others.

Factor 2. Supervisory Controls

Level 2-3 (275 Points)

The supervisor outlines objectives, priorities, and deadlines and provides guidance on dealing with unusually involved or one-of-a-kind situations. The incumbent independently plans and carries out the successive steps to complete transportation support duties and uses accepted practices to resolve problems and deviations. Completed work is reviewed for technical soundness,

appropriateness, and conformance to policy requirements. Methods used by the incumbent are usually not reviewed in detail.

Factor 3. Guidelines**Level 3-2 (125 Points)**

Numerous procedures for doing the work have been established and many specific guidelines are used. These include volumes of transportation regulations, manuals, guides, directories, tenders, or operating procedures. Due to number and similarity of guidelines, and, at times, the omission of certain guidelines, the incumbent must use judgment and initiative in addressing aspects of the work not completely covered.

Factor 4. Complexity**Level 4-3 (150 Points)**

The work involves performing one or more transportation support functions that require the use of different and unrelated procedures and methods. Assignments received are relatively broad and varied and work methods are not completely standardized. Also, transactions are interrelated with other systems and often require extensive coordination with different personnel. The incumbent may need to consider previous actions and understand how these actions differ from or are similar to current actions before deciding on an approach. The incumbent makes recommendations or takes action based on a review of pertinent transportation regulations and documents.

Factor 5. Scope and Effect**Level 5-2 (75 Points)**

The purpose of the work is to provide a full range of transportation services or to perform other transportation support work that is covered by well-defined and precise program procedures and regulations. Work products in the form of completed transportation documents or reports or other actions affect the accuracy and reliability of further processes or services.

Factor 6. Personal Contacts**Level 6-2 (25 Points)**

Contacts are with employees in the same agency but outside the immediate organization, i.e., personnel shipping items, travelers seeking advice, and transportation personnel at other installations or agencies, and/or contacts are with members of the general public in a moderately structured setting, i.e., airline representatives, travel agencies, moving companies, and storage warehouses.

Factor 7. Purpose of Contacts**Level 7-2 (50 Points)**

The purpose of the contacts is to plan and coordinate actions to prevent or correct errors, delays, or other complications from occurring.

Factor 8. Physical Demands**Level 8-1 (5 Points)**

The work may require some physical effort, such as standing, walking, bending, or sitting. There are no special physical demands.

Factor 9. Work Environment**Level 9-1 (5 Points)**

The employee works primarily in an office setting involving everyday risks or discomforts. Normal safety precautions are adequate.

V. CLASSIFICATION SUMMARY

In this position:

- Duty A. 34% GS-2005-05 Supply Technician
Conducts Physical Inventories
- Duty B. 14% GS-2005-05 Supply Technician
Data Entry and Retrieval
- Duty C. 2% GS-2005-05 Supply Clerk
Maintains Stocks
- Duty D. 5% GS-2005-05 Supply Technician
Prepares Records and Reports
- Duty E. 36% GS-2005-05 Supply Technician
Reports of Discrepancies
- Duty F. 9% GS-2102-05 Transportation Assistant
Freight Shipment

List of Modified Duties and Factors:

Duty A. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty B. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty C. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty D. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty E. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty F. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

The classification criteria for this position are based on the US OPM Position Classification Standard for Transportation Clerk and Assistant Series, GS-2102, dated March, 1993 (TS-122).

U.S. Office of Personnel Management (OPM) Published Classification Standards (PCS), Supply Clerical and Technician Series, GS-2005, Transmittal Sheet (TS) 115, May, 1992. The OPM Typing and Stenography Grade Evaluation Guide and the Office Automation Grade Evaluation Guide, dated November 1990 (TS-100), were also referenced, especially for titling guidance.

GS-05 Point range: 855 - 1100
Total Point: 1060

Grade: GS-05

VI. CLASSIFICATION REMARKS:

All duties were classified using COREDOC. Changes were minor and for notation purposes. The series and grade are not impacted by these changes.